

HOW TO CREATE A PROFILE FOR A TRAVELER

Note: Your travel arranger needs to complete his/her profile before you can designate him/her as a travel arranger.

1. Go to www.cwgt.com
2. Select Travel Center
3. Select Department of the Interior
4. Select your Bureau
5. Select your Region
6. Click on **Create New Traveler User ID / Profile**
7. Complete all required fields, indicated with an asterisk (*). Even though the charge card number and expiration date do not have an *, please complete both fields, as this information is needed before a trip may be booked
 - a) Enter your legal name as it appears on your government charge card.
 - b) In the User ID-Last 4-6 numbers (you select), enter 4 - 6 digits. These digits will become the last digits of a system assigned user id. Do not include any special characters and do not include any series of numbers from your social security number.
 - c) The user id field is completed by the system when you click in this box and is based on the first digit of your first name, the first four digits of your last name, and the 4-6 digits that you entered in part b) above.
 - d) Enter Password: This is case sensitive and requires a minimum of 5 characters (may be numbers, letters, or a combination.).
 - e) Confirm Password: Re-entering password will reduce the possibility of incorrectly entering the password.
 - f) Enter your business mailing address, business e-mail address, business phone number, and fax number. Dashes are OK. Do not use slashes.
 - g) Select "Master Card" as the Credit Card Type. Enter your 16 digit government charge card number and expiration date. Select "Both" when asked if this card is to be used for air and hotel.
8. Click on submit (**SINGLE CLICK ONLY**) to complete your basic profile. You may need to wait a few seconds for the profile to take. **Do not** click again or a portal error or a duplication error could occur. Once you complete the basic profile, the system will automatically take you to "**My Account**".
9. There are various hyperlinks which display Personal Information and various travel preferences including flight preferences, hotel preferences, rental car preferences, frequent traveler programs, and password/travel visas to be displayed and edited. While these sections are optional for booking travel, the traveler (or designated travel arranger) may complete these sections to provide maximum benefits to the traveler.
10. At this point, depending on the office manager, the traveler can either request the travel arranger create the link between the traveler and the traveler arranger or can establish the link themselves by following these instructions. Remember, a **travel arranger needs to complete his/her profile before a traveler can designate him/her as a travel arranger.**

- a) Click on “People Allowed to Arrange My Travel” under the Traveler Settings Section of My Account.
- b) Click the green Add button under “Add a Travel Arranger”
- c) Type the Travel Arranger’s First and Last name in the respective fields
- d) Click on Search. The name of travel arranger will display in the “**Add a Travel Arranger**” section.
- e) Click on the green Add button to complete the link. A blue check mark will appear in the Task Successful bar at the top of the screen.
- f) Click on the blue “exit my account” button.
- g) Close Window.

How to Modify a Basic Profile

This is applicable to all sections except for the “Travel Arranger Settings” section. At a later time if you wish to add a travel arranger, follow steps 1-3 below and then go to step 10 of the “**How to Create A New Traveler Profile**”

1. Click on **Modify Existing Traveler User ID/Profile**
2. Key user id and password of the traveler
3. Click on “**My Account**” (top right hand menu)
4. Click on the section you wish to modify
5. Click Save when finished modifying. “**My Account**” should be displayed with a blue arrow in the Task Successful box along with a message you have successfully saved changes to your profile. \
6. Click in the Red **Click Here** button to close the window

To Remove Travel Arrangers from a Traveler’s Profile

1. Follow steps 1-3 of the “**How to Modify a Basic Profile**”
2. Click on “People Allowed to Arrange My Travel” in the “Traveler Arranger Settings” section. A list of travel arrangers will be displayed.
3. Click on the blue **REMOVE** button. A blue check mark will appear in the Task Successful box at the top of the screen.

CREATE TRAVELER PROFILE



Create New Traveler Profile

(*) Indicates required fields

Full Legal First Name *

Middle Initial

Full Legal Last Name *

User ID - Last 4-6 numbers (you select) * ③

User ID	<input type="text" value="jtrav1234"/> *	③
Password	<input type="password"/>	* ③
Confirm Password	<input type="password"/>	* ③

Street Address 1 *

Street Address 2

City *

State *

Zip Code *

Business Email *

Business Phone *

Fax Number *

Credit Card Type *

Credit Card Number

Credit Card Expiration Date (MM/YYYY) /

Is this card to be used for:



TRAVELER PROFILE

Welcome John Traveler

Site: DOI Main

[Home](#) | [My Account](#) | [My Trips](#) | [My](#)



Message

Thank you for building your profile. Please feel free to update any other profile items by selecting one of the link below. When finished, CLICK HERE to close the window.

My Account

Account Settings

Personal Information

Edit your name, address, phone number and miscellaneous personal information.

Change Password

Change your current password to a new password.

Charge Card Settings

Add, modify, or remove charge card information.

E-mail Settings

Edit the e-mail address for yourself and others who r your itinerary.

Display Preferences

Edit your preferences for time format, default current language.

Travel Preferences

Flight Preferences

Edit your preferences for airlines, seat selection, meal types, and special requests.

Frequent Traveler Programs

Add, modify, or remove frequent flyer, rail loyalty, hotel car loyalty programs.

Hotel Preferences

Edit your preferences for hotel chains and special request.

Passport and Travel Visas

Add, modify, or remove passports and travel visas.

Rental Car Preferences

Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.

Travel Arranger Settings

People I Arrange Travel For

Add or remove users for whom you arrange travel.

People Allowed to Arrange my Travel

Add or remove users allowed to arrange your travel.

[Exit](#)



Welcome John Traveler
Site: DOI Main



Task Successful

You have successfully added John Fishe as one of your travel arrangers.



Message


Thank you for building your profile.
Please feel free to update any other profile items by selecting one of the links below. When finished, CLICK HERE to close the window.

My Account

People Allowed to Arrange my Travel

Travel Arranger Permissions

Please answer the following questions and then click the "Save" button.

Can others designate themselves as my travel arranger? 

Save

Add a Travel Arranger

A travel arranger can make air, car, and hotel reservations for you.
To add a travel arranger, click the "Add" button.

Add

People Allowed to Arrange My Travel

Arranger's Name	E-mail	Phone Number	Remove
John Fishe	john_fishe@fws.gov		Remove

My Account Options

- [Account Settings](#)
- [Personal Information](#)
- [Charge Card Settings](#)
- [E-mail Settings](#)
- [Display Preferences](#)

- [Travel Preferences](#)
- [Frequent Traveler Programs](#)
- [Passport and Travel Visas](#)
- [Flight Preferences](#)
- [Hotel Preferences](#)
- [Rental Car Preferences](#)

- [Travel Arranger Settings](#)
- [People I Arrange Travel For](#)
- [People Allowed to Arrange my Travel](#)

Exit My Account